

**TOWN OF EAST HAMPTON**  
**Brownfields Redevelopment Agency**

**Regular Meeting**

**Monday, December 18, 2023**

**6:30 PM**

**Town Hall 2nd Floor Meeting Room #201 and via Zoom**

**Minutes**

**Present:** Ryan Baldassario, Kay Willson, Victoria Minor, and Virginia Yenknier with Town Manager David Cox.

**Absent:** None

**Call to Order:** Mr. Baldassario called the meeting to order at 6:31 P.M. in the Town Hall 2<sup>nd</sup> floor meeting room #201 and virtual meeting via zoom.

**Adoption of Agenda:** *A motion was made by Ms. Willson, seconded by Ms. Minor, to adopt the agenda as submitted. Voted 4-0 in favor.*

**Approval of Minutes:** *A motion was made by Ms. Minor, seconded by Ms. Willson, to approve of the October 23, 2023 regular meeting minutes as submitted. Voted 4-0 in favor.*

**Public Comment:** Kevin Reed, Vice Chairman of the Zoning Board of Appeals, attended the meeting. Mr. Reed was interested in what the agency does in the town.

**Old Business**

- a. **Approval of 2024 Meeting Dates:** *A motion was made by Ms. Yenknier, seconded by Ms. Minor, to approve of the 2024 meeting dates as submitted. Voted 4-0 in favor.*

**Town Staff Reports**

- a. **Liaison Reports:** The 13 Summit property has a bit of a cave in on the building. The construction or demo will happen in January to ensure safety measures are being taken and enforced.
- b. **Updates for EPA/DECD Correspondence with Town:** The town has been trading contract documents with DECD to get everything signed. The contracts are being worked on so the language and verbiage are concise and proper before all the documents are signed.

**Discussion - Interview Results for RFP & Next Steps**

- a. **Overview of EHBRA Agency Member Feedback – Interviews:** The members held the interviews for the firms last week. The scores taken during the interviews were calculated and the firms were ranked lowest to highest. VHB was ranked first and Tighe & Bond

were ranked second. A letter will be drafted by the Town Manager and Mr. Baldassario to send to the Town Council informing them of the recommended firm for their approval. The members discussed the next steps for contacting the recommended firm. The financial scope of work will be discussed after the Town Council has made their approval. The members briefly discussed attending the January 9<sup>th</sup> Town Council meeting.

- b. Vote - Selection of Firm:** *A motion was made by Ms. Minor, seconded by Ms. Yenker, to recommend the appointment of VHB as the contracting firm for the Brownfields planning to the Town Council. Voted 4-0 in favor.*

#### **Grant Next Steps**

- a. Determining Roles for Town Staff/EHBRA:** No discussion was held for this topic.
- b. Establish Timeline to Communicate Updates to Town/Agencies:** No discussion was held for this topic.
- c. Website Updates:** No updates.

**New Business:** The members discussed getting more people interested in joining the agency. Articles advertising the vacancies will be submitted to the Rivereast and Events magazine.

**Adjournment:** *A motion was made by Ms. Willson, seconded by Ms. Minor, to adjourn the meeting at 6:55 P.M. Voted 4-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk